OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, D. C. 20301

INTELLIGENCE

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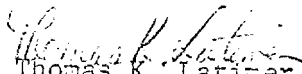
MEMORANDUM FOR COINS PROJECT MANAGER

SUBJECT: Quality Control of COINS Files – ACTION

Your quarterly progress reports have indicated that maintaining the currency, accuracy and completeness of COINS files is a recurring problem, magnified by the apparent lack of procedures for quality control. To alleviate this problem, you are authorized to proceed as follows:

1. Periodically monitor all COINS files. Report all deviations in currency from that stated in the operating manual to the appropriate COINS Subsystem Manager requesting he inform you within ten (10) days of the remedial actions he has taken.

2. Log and forward all user complaints to the appropriate Subsystem Manager requesting he inform you within ten (10) days of the remedial actions he has taken.

3. With the COINS Users Panel, prepare a study of the adequacy of present currency requirements.

4. Continue to log and report all substantive requests for file expansion, modification, etc., to the appropriate COINS Subsystem Manager.

I would also like to see a cumulative log of the above items in future COINS progress reports, indicating the status of these actions.

Please inform me within 30 days of the actions you have taken to implement these requirements.

Thomas K. Latimer
Principal Deputy

Copy to
  Chairman, IHC